

## **RULE 5**

**(As amended October 1, 2003)**

### **SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS**

**(a) Place of Filing**

Unless otherwise ordered by the Court, papers shall be filed with the Court at Bangor in cases filed and pending at Bangor, and at Portland in cases filed and pending at Portland.

**(b) Filing of Discovery**

Unless otherwise ordered by the Court, depositions upon oral examination and interrogatories, requests for documents, requests for admissions, and answers and responses thereto and disclosures made under Fed. R. Civ. P. 26(a)(1)-(3) and pursuant to scheduling orders issued by the Court, shall be served upon other parties but shall not be filed with the Court. The party that has served notice of a deposition or has served discovery papers shall be responsible for preserving and for insuring the integrity of original transcripts and discovery papers for use by the Court.

**(c) Filing and Service by Electronic Means**

Unless exempt or otherwise ordered by the Court, papers shall be filed and served electronically as required by the Court's Administrative Procedures Governing the Filing and Service by Electronic Means, the provisions of which shall be applied and enforced as part of these Local Rules. No papers shall be submitted to the Court by means of a facsimile machine without prior leave of Court.